

DETAILED INSPECTION CHECKLIST

| FA SC STMT | TEXT |
|------------|--|
| 870 | <p>AVIATION SAFETY Functional Area Manager: SD/A Point of Contact: LtCol Bradley Trager (DSN) 664-4367 (COML) 703-604-4367 E-mail: bradley.trager@usmc.mil Date Last Revised: 29 July 2014</p> |
| 870 01 | ORGANIZATIONAL/PROGRAM ITEMS |
| 870 01 001 | <p>Is the Department of Safety and Standardization structured to include a Director, ASO, NATOPS Officer, GSO, and Enlisted NATOPS NCO/Aviation Safety Specialist? Reference MCO 5100.29B, encl 1, chap 3, par 3</p> |
| 870 01 002 | <p>Is the assigned Aviation Safety Officer (ASO) a designated Naval Aviator/Naval Flight Officer with a minimum flight leadership designation as Section Leader, a graduate of the School of Aviation Safety, Aviation Safety Officer Course, designated in writing, and has direct access to the Commander or Commanding Officer? Reference OPNAV 3750.6S, par 107g; MCO 5100.29B, encl 1, chap 3, par 3b</p> |
| 870 01 003 | <p>Is the Executive Officer Designated, in writing, by the Commanding Officer and responsible for the execution of safety policy within the command? Reference MCO 5100.29B, par 4b(13)b</p> |
| 870 01 004 | <p>Did the Reporting Custodian attend the Aviation Safety Commanders Course? Reference OPNAV 3750.6S, par 107k; MCO 5100.29B, encl 1, chap 3, par 2b</p> |
| 870 01 005 | <p>Does the ASO maintain appropriate aviation safety records and mishap statistics? Reference OPNAV 3750.6S, par 107i(3) ,109, and 205d</p> |
| 870 01 006 | <p>Does a current member of the Department of Safety and Standardization possess an active Web-Enabled Safety System (WESS) account with access to WESS Aviation Mishaps and Hazards Report System (WAMHRS) resources? Reference OPNAV 3750.6S; MCO 5100.29B</p> |

DETAILED INSPECTION CHECKLIST

- 870 01 007 Are safety stand-downs and Back-in-the-Saddle programs conducted according to guidelines?
Reference
OPNAV 3750.6S, par 206b; MCO 5100.29B, par 4b(13)e; encl 1, chap 2, par 3f
- 870 01 008 Are safety surveys conducted according to established guidelines?
Reference
OPNAV 3750.6S, par 205d; MCO 5100.29B, encl 1, chap 3, par 5f
- 870 01 009 Do Aviation Safety Council membership and meetings conform to established guidelines for frequency, content and routing/dissemination of results?
Reference
OPNAV 3750.6S, par 204e; MCO 5100.29B, encl 1, chap 3, par 5f
- 870 01 010 Does the Standardization Board meet at the minimum required interval and are minutes/comments made by the Commanding Officer published and read by all aircrew to ensure a formalized feedback loop?
Reference
MCO 5100.29B, encl 1, chap 3, par 5h(5) and 6
- 870 01 011 Does the Human Factors Council meet at the minimum interval required?
Reference
MCO 5100.29B, encl 1, chap 3, par 5i(2)
- 870 01 012 Is a command aviation safety program established and maintained using hazard detection, hazard elimination and safety education and awareness as a means to reduce mishaps?
Reference
OPNAV 3750.6S, par 201-205
- 870 01 013 Has the unit conducted annual self-assessments of the command's safety program using the USMC IG AIRS checklist?
Reference
MCO 5100.29B, par 4b(13)h(5)
- 870 02 MISHAP/HAZARD-RELATED ITEMS
- 870 02 001 Does the command maintain a current pre-mishap plan?
Reference
OPNAV 3750.6S, par 107i and 209

DETAILED INSPECTION CHECKLIST

- 870 02 002 Is the pre-mishap plan coordinated with the pre-mishap plans of tenant commands and other local military aviation facilities to ensure timely response to mishaps?
Reference
OPNAV 3750.6S, par 209
- 870 02 003 Is a standing Aircraft Mishap Board (AMB) maintained with standing primary and alternate members designated by name and in writing?
Reference
OPNAV 3750.6S, par 107I(1), 206b and app 2b
- 870 02 004 Does the AMB include as a minimum an Aviation Safety Officer, Flight Surgeon, an officer well qualified in aircraft maintenance, and an officer well qualified in aircraft operations?
Reference
OPNAV 3750.6S, par 208c(2)
- 870 02 005 Does the AMB include at least one pilot NATOPS qualified in the mishap aircraft?
Reference
OPNAV 3750.6S, par 208d(2)
- 870 02 006 Does the senior squadron assigned member of the AMB train and test the command pre-mishap plan including the use of periodic drills?
Reference
OPNAV 3750.6S, par 209a and 2d-1
- 870 02 007 Does the senior squadron assigned member of the AMB ensure the readiness of material and equipment in the mishap investigation kit?
Reference
OPNAV 3750.6S, par 107p(2)
- 870 02 008 Does the reporting custodian submit a request for Planning and Estimator (P&E) services to determine severity of aircraft damage?
Reference
OPNAV 3750.6S, par 107 k 3.c and 703(3)b(1)h
- 870 02 009 Does the reporting custodian request engineering investigations in support of investigations of unit aircraft mishaps?
Reference
OPNAV 3750.6S, par 107k(3)d
- 870 02 010 Are WAMHRS Initial Notifications submitted within established deadlines?
Reference
OPNAV 3750.6S, par 605

DETAILED INSPECTION CHECKLIST

- 870 02 011 Are Mishap Data Reports (WAMHRS Initial Notifications) devoid of privileged information?
Reference
OPNAV 3750.6S, par 608
- 870 02 012 Are WAMHRS Initial Notifications disseminated and safeguarded?
Reference
SECNAV 5720.42F; OPNAV 3750.6S, par 607 and 609
- 870 02 013 Is classified information concerning mishaps properly handled in Mishap Data Reports?
Reference
OPNAV 3750.6S, par 610
- 870 02 014 Are reported mishaps assigned the proper classification (category and severity), and serial number?
Reference
DODI 6055.07, encl 8, FIG 2; OPNAV 3750.6S, par 305-306 and 613
- 870 02 015 Are reports and endorsements retained for two years from mishap date and then destroyed?
Reference
OPNAV 3750.6S, par 109
- 870 02 016 Are statements, diagrams, photographs, and notes gathered by the AMB during an investigation but not included in the SIR retained by the appointing authority until the SIR last endorsement and destroyed absent any action involving them at that point?
Reference
OPNAV 3750.6S, par 109
- 870 02 017 Are expected endorsers of the mishap investigation report excluded from the AMB?
Reference
OPNAV 3750.6S, par 815b
- 870 02 018 Are requests for release of privileged naval aviation safety program information forwarded to the Naval Safety Center?
Reference
OPNAV 3750.6S, par 106c
- 870 02 019 Do unit actions external to the AMB process reflect the independence of SIRs and reserve the use of privileged naval aviation safety program information for safety purposes only?
Reference
OPNAV 3750.6S, par 113c(4)d and 810

DETAILED INSPECTION CHECKLIST

- 870 02 020 Are mishap witnesses advised in writing the purpose for which their statements are being solicited?
Reference
OPNAV 3750.6S, par 813b(8)a
- 870 02 021 Are mishap witness statements protected from improper release?
Reference
OPNAV 3750.6S, par 113
- 870 02 022 Are hazard reports submitted whenever a hazard is detected that could be expected to have an effect outside the organization?
Reference
OPNAV 3750.6S, par 204a, d, par 502c
- 870 02 023 Do commander's seniors in the chain of command refrain from editing, changing, or censoring the content of hazard reports?
Reference
OPNAV 3750.6S, par 502c(5)
- 870 02 024 Are severe hazards discovered in the course of a mishap investigation reported promptly via Hazard report?
Reference
OPNAV 3750.6S, par 503m(2)
- 870 02 025 Does the command omit information from hazard reports so as not to relate the hazard to a specific mishap?
Reference
OPNAV 3750.6S, par 503m(1)
- 870 02 026 Are aircraft mishap investigations independent and separate from all other investigations and boards relating to the same mishap?
Reference
OPNAV 3750.6S, par 706d(2)
- 870 02 027 Are AMB members precluded from assignment to any other investigation or board relating to the same mishap?
Reference
OPNAV 3750.6S, par 706d(3)
- 870 02 028 Do the mishap investigation and reporting responsibilities of AMB members take precedence over all other duties?
Reference
OPNAV 3750.6S, par 707a

DETAILED INSPECTION CHECKLIST

- 870 02 029 Do requests for technical/medical assistance support and incorporation of their subsequent findings in SIRs conform to prescribed guidelines?
Reference
OPNAV 3750.6S, par 708
- 870 02 030 Do senior members of the AMBs refrain from release of aircraft wreckage until all other investigative teams have completed their work?
Reference
OPNAV 3750.6S, par 709a(3)
- 870 02 031 Does the agency/command complete corrective actions assigned in a Safety Investigation Report (SIR) or HAZREP recommendations?
Reference
OPNAV 3750.6S, par 1004a
- 870 02 032 Does the commander refrain from the exercise of command influence to edit, modify or in any way censor the content of SIR?
Reference
OPNAV 3750.6S, par 801
- 870 02 033 Do SIRs assign a risk assessment code to each hazard they wish to eliminate?
Reference
OPNAV 3750.6S, par 805 and app b
- 870 02 034 Are requests for SIR deadline extensions requested via an amended Mishap Data Report (WAMHRS Initial Notification) to proper authority?
Reference
OPNAV 3750.6S, par 806 and 908
- 870 02 035 Are SIRs properly safeguarded, and destroyed?
Reference
SECNAVINST 5720.42F; OPNAV 3750.6S, par 109a and 809
- 870 02 036 Are endorsements of hazard reports or SIRs submitted when required?
Reference
OPNAV 3750.6S, par 904-905
- 870 02 037 Are SIR endorsements properly safeguarded?
Reference
OPNAV 3750.6S, par 911b
- 870 02 038 Are SIR endorsements kept completely independent of JAG manual reports and all other reports?
Reference
OPNAV 3750.6S, par 912b(1)